

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.00 pm on Tuesday 7 May 2019

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Jane Armstrong, Liz Brereton, Roy Brereton, Lyn Brunton, Peter Brunton, Bryan Evans, Brian Hardacre, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Sharon Nolan (representing Tarvin Gardening Society), Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Gill Williams (representing Tarvin WI), Richard Chaplin (representing Tarvin Civic Trust)

1. **Apologies** – Paul Woodbury

2. **Minutes of previous meeting**

The minutes of the meeting held on 2 April 2019 were approved and signed as a correct record

3. **Matters arising** - None

4. **Chairman's report**

- lettings for May were estimated at £3,828 (including £680 for two elections); this compared to £2,503 in May 2018

– complaints had been received about the unmown grass around the Centre. There had been a water leak in the gents' toilet and the car park had been flooded during heavy rain. All of these matters had been reported to Qwest

5. **Financial report**

– the **Treasurer** presented the monthly financial statement. Lettings as at 30 April totalled £1,376 with a further £230 invoiced but not received. The first quarter's service charge had been paid and the final settlement for the 2018/19 service charge was awaited. Total funds available were £66,249

– the Parish Council had agreed a grant for 2019/20 of £650 (down from £1,000 in 2018/19)

6. **Adoption of 2018/19 final accounts**

The **Treasurer** presented the final accounts for 2018/19 which had been examined and signed off by the independent examiner. The accounts were adopted for presentation to the AGM. It was **agreed** to write a letter of thanks to the examiner (Ray Williams)

7. **Improvement plans – progress report**

- redecoration of the Hall was almost complete

- the upgrades of the sound system and the stage/ambient lighting was almost complete and £3,324 had been paid to CSP Audio Visual. Some further modifications had been requested to enable the lights to be dimmed if required. A teach-in had been held for committee members and guidance notes were being prepared by **VS**. The installer (Alun Williams) had offered to attend to help set up the lighting for specific future events. It was suggested it would also be a good idea to recruit someone with expertise who could support the committee as required

8. **Marketing and publicity**

SH made a verbal report. Around 40 tickets had been sold for "One Man Shoe" on 10 May. **RB/EB** would run a bar beforehand. **SH/BH** would be attending a contemporary dance weekend in Bournemouth on behalf of CRTA. The CRTA show "Confessions of a Cockney Temple Dancer" was booked for November and a children's show was under consideration for the autumn half term, although there was only a limited choice of shows on offer.

9. **Forthcoming and future events**

- "One Man Show", Friday 10 May (see above)

– **Family Film Nights: "Missing Link"/"Fisherman's Friends", Friday 24 May** (bar by **RB/JA**)
Films tba, **Friday 21 June**

- **Bar at Tarvin Summer Fete, Saturday 15 June** (details to be confirmed)

A schedule of forthcoming events had been circulated in advance of the meeting and members of the Committee had volunteered to help with events

10. Any other business - None

11. Date of next meeting

Tuesday 4 June 2019

Meeting closed 7.20 pm